

DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

		RPA #	EFFECTIVE DATE:
EMPLOYEE'S NAME		POSITION NUMBER (Agency - Unit - Class - Serial) 192-403-7500-001	
DIVISION/UNIT Administrative Services		CLASS TITLE Director of Administrative Services (CEA B)	
<p>As a valued member of the Commission on Teacher Credentialing (Commission), you are expected to work cooperatively with all employees, our customers and members of the public to enable the Commission to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the Commission's Mission.</p>			
BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.			
<p>Under the direction of the Chief Deputy Director, the Director of Administrative Services is a member of the executive management team, is responsible for overall policy development and management of the Administrative Services Division (Fiscal and Business Services, Human Resources, and Enterprise Technology and Support Services), and provides assistance to the Chief Deputy Director in ensuring excellence in meeting the Commission's strategic plan by managing and directing agency operations and serving as Chief Fiscal and Operations Officer for the Commission.</p>			
Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.		
25%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p><u>As Director of the Administrative Services Division, the incumbent:</u></p> <ul style="list-style-type: none">■ Develops, directs, plans, coordinates and implements policies and protocols related to the Commission's operational functions in concert with senior management;■ Selects, directs, organizes, assigns work, trains, mentors, and evaluates a diverse management team responsible for the administration of the Fiscal and Business Services Office, Office of Human Resources, and Enterprise Technology Support Services Office;■ Facilitates the development and implementation of internal and statewide strategies to ensure implementation of the agency's strategic plan and achievement of the Commission's goals and objectives;■ Advises and consults with the Chief Deputy Director concerning issues of significant policy and/or sensitivity and advises on potential political and operational impacts of policy decisions;■ Ensures all administrative policies and procedures for fiscal and business services, human resources and enterprise technology support services are ethical and in conformance with associated statutory, regulatory and agency requirements;■ Maintains and oversees annual updates the Commission's Administrative Manual documenting policies, protocols and procedures related to agency operations in conjunction with the Senior Management Team; and■ Advises the Chief Deputy Director and the Senior Management Team on program management strategies necessary for the successful		

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20%	<p>implementation and operation of large-scale projects, and policy decisions;</p> <ul style="list-style-type: none">■ Acts in an unbiased manner and values diversity of thought, beliefs, backgrounds, and life experiences that allow staff to better identify challenges and deliver solutions; and■ Leads with empathy, fostering an inclusive and equitable working and learning environment for all staff within the Administrative Services Division. <p>In the area of <u>fiscal and business services</u>, the incumbent:</p> <ul style="list-style-type: none">■ Serves as Chief Fiscal and Accounting Officer responsible for managing the development and implementation of the Governor's Budget for the Commission;■ Works with the senior management team to identify resource needs and develops Budget Change Proposals as needed;■ Through subordinate managers and staff, ensures the timely submission of reports and budget drills to the Department of Finance;■ Provides technical advice to the Chief Deputy Director and the Senior Management Team regarding budgetary realignment and cost-saving measures; and■ Develops and provides regular analytical reports to assist Senior Managers with budget projections.
20%	<p>In the area of <u>human resources management</u>, the incumbent:</p> <ul style="list-style-type: none">■ Works with the manager of human resources to ensure that the laws and rules related to human resource management in California State Service are appropriately and consistently applied;■ Serves as a resource to the Senior Management team regarding human resources planning and the resolution of issues arising in the workplace;■ Provides mentorship and advice to the Commission's Human Resources Director as to management of all staff and functions of the unit; and■ Ensures that the unit is operating with a goal towards customer service in the agency.
15%	<p>In the area of <u>information technology</u>, the incumbent:</p> <ul style="list-style-type: none">■ Works with the Commission's Chief Information Officer to identify information technology needs of the Commission and ensure the proper processes and resources are in place to address those needs;■ Ensures that major technology projects are completed within expected time and funding expectations;■ Monitors and sets direction for the Commission's website for accessibility and relevance; and■ Ensures that the unit is operating with a goal towards customer service in the agency and within the laws that govern information technology in accordance with statute and regulation.
15%	<p>In the area of <u>external relations</u>, the incumbent:</p> <ul style="list-style-type: none">■ Serves as the Commission's liaison with the Department of Finance and the Legislative Analyst's Office to address fiscal policy and sensitive budget

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5%	<p>issues;</p> <ul style="list-style-type: none">■ Represents the Executive Director with state control agencies on matters pertinent to service delivery and policy direction and oversees agency response to external audits;■ Directs the activities of legislative staff to ensure adequate monitoring of state and federal initiatives and legislation, accurate and comprehensive bill analyses, and timely communication of adopted positions to the Legislature; and■ Ensures timely submission of mandated reports to the Department of Finance, the California Department of Human Resources (CalHR), the Legislature and other control agencies. <p><u>MARGINAL FUNCTIONS</u></p> <p>Performs other related professional assignments consistent with the goals and objectives of the programs to which management is assigned, and with the mission of the Commission.</p>	
MANAGER/SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
MANAGER/SUPERVISOR'S NAME (Print)	MANAGER/SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE